

## Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE:                      (     ) NEW POSITION                      ( X ) EXISTING POSITION

## PART I - Position Description

1. Agency Name Kansas Department of Children and Families		9. Position Number K0051039		10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Public Service Administrator III		
3. Division			12. Proposed Class Title Public Service Administrator II		
4. Section			13. Allocation		
5. Unit			14 (a). Effective Date		14 (b). FLSA Code
6. Location (address where employee works) City County			15. By Approved		
7. (Circle appropriate time) Full Time X Perm Inter Part Time Temp % 100			16. Audit Date: By: Date: By:		
8. Regular Hours (circle appropriate time) From: 8:00 AM/PM To: 5:00 AM/PM			17.Position Reviews Date: By:		

## PART II - Organizational Information

**Area for use by Personnel Office**

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This Position is primarily responsible for supporting the region with gathering, entering and reporting statistical data, preparing presentations to management, performing case reviews for EES, assisting with the training of new staff and identifying trends which ensure that service delivery is operating effectively, efficiently and in accordance with Agency, State and Federal regulations.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

The express need of the position at this time does not demand a Public Service Ex. 11 position. But, rather, the agency would most benefit from a position which would collect, enter, share, train and implement program data delivery, not oversee the entire reporting and case review process.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

**Name:**

**Title:**

**Position Number:**

Aletha Rogers

Who evaluates the work of an incumbent in this position.

**Name:**

**Title:**

**Position Number:**

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

This position is responsible for collecting, entering and reporting statistical data from information generated across the KC Region. This person is given latitude to work at completing his/her responsibilities and to use independent judgment within the framework of the program-specific guidelines and expectations.

d) Which statement best describes the result of error in action or decision of this employee.

- ( ) Minimal property damage, minor injury, minor disruption of the work flow.
- ( ) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- ( X ) Major program failure, major property loss, or serious injury of incapacitation.
- ( ) Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); **\*How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed ). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

<u>No.</u>	<u>%</u>	<u>E OR M</u>	
1.	40 %	E	Prepares, maintains and performs analysis of significant program performance indicators and prepares a variety of reports for the PI team and management. Data sources include, but are not limited to, agency information systems reports, customer and partner feedback and State and Federal compliance guidelines. Reports are generated weekly, monthly and as requested. Assists with formulation and implementation methods and procedures for collecting, analyzing, interpreting, presenting and utilizing data to determine the effectiveness of existing programs and to plan, develop and/or improve programs. Uses software to analytical skills to review raw data and summarize results of various projects relating to program areas and their functioning. Determines regional trends and make recommendations for any needed changes in policy and/or procedures
2.	30%	E	Performs as a case reviewer for pending cases in EES (Economic and Employment Services). May act in a supervisory role to oversee the implementation and completion of case reviews for resolving concerns pertaining to EES or other program specific areas and to check for compliance with respect to policies and procedures. Should be familiar with KAECSES, Vital Statistics, FACTS, Kansas Employment Security (KES-BAR), Electronic Benefit Transfer (EBT), Medical Management Information System (MMIS), Kansas Payment Center (KPC) and Motor Vehicles (KDMV).
3.	15%	M	Assists PI staff with developing, implementing and delivering of EES training courses for new workers and/or ongoing training for EES staff. Assists with developing standards, tools, and a system to monitor and evaluate the effectiveness of the reporting system and its software. Cross trains additional staff to operate the program software in his/her absence and to run weekly/monthly reports as necessary.
4.	15%	M	Other duties as assigned

\* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

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22. List the consequences of not performing the essential functions of this position as identified in Section 21.

No performing the essential functions of this position include the following consequences:

- Program directors and assist supervisors would not the data necessary to assess program effectiveness and staffing performance evaluations. This would cause a serious gap in operations. This position is not only “essential,” it is imperative.

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23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- ( ☒ ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
( ☐ ) Plans, staffs, evaluates, and directs work of employees of a work unit.  
( ☐ ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

**Class Title**

**Position/KIPPS Number**

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contact with line staff, supervisors, building staff, program directors and management staff. Contact may be made daily with regional office management, PI trainers, supervisors and line staff.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

The pressure and stress of a medium level of responsibility and accountability exists with this position. This position spends a great deal of time working at a computer and issues related to extended computer screen/keyboard use should be considered.

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26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Personal computer with state access, fax machine, copier, and telephone use on a daily basis. Travel is not frequent.

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**PART III - Education, Experience and Physical Requirements Information**

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27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Must be familiar with Economic and Employment Services and its policies and procedures. Also, familiarity with data software is preferred (Excel). Some use of Data software such as Monarch will be required (training provided by DCF). The ability to change text files into Excel files is required. Must have good peer communication skills and be able to communicate effectively in both written and verbal venues.

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**28. SPECIAL REQUIREMENTS**

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

Familiarity with the procedures and process of the division of Economic and Employment Services is required.  
Experience with the Business and Process Redesign (BPR) for EES operations is necessary.

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.  
Experience with the Business and Process Redesign (BPR) for EES operations is necessary.

C. List preferred education or experience that may be used to screen applicants.  
Expertise with Excel and Access. File transfer knowledge to download text files and transport into a format usable by Excel. Experience with running caselist reports, electronic file storage and retrieval. Adaptability with learning new software (ex. Monarch). Ability to design and deliver training.  
Work experience with EES programs and policies is preferred.

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29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

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30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

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**PART IV - Signatures**

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Signature of Employee

Date

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Signature of Personnel Officer

Date

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Signature of Supervisor

Date

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Signature of Agency Head or Appointing  
Authority

Date